

## WYBUNBURY DELVES CE PRIMARY AND PRESCHOOL

Bridge Street, Wybunbury, NANTWICH. CW5 7NE

www.wybunburydelves.co.uk



Dear Parent,

We are very much looking forward to welcoming everyone back to school on Thursday 2<sup>nd</sup> September 2021.

We are still very much in the midst of the pandemic and we return to school under different national guidance than we finished in July. We ask that you continue to work with us in the interests of keeping all our children, staff and families as safe as we can.

We have been following government and Cheshire East LA guidance throughout the pandemic and this continues. We have updated our risk assessment in light of the latest guidance and continue to put measures in place to reduce the risks from COVID-19. Cheshire East and the schools have agreed to be more cautious over this first half term whilst the situation becomes clear and we all get back used to being in school. The risk assessment and measures in place are constantly reviewed as we receive further guidance and we develop our practices in school. We are hoping as the year goes by we return to much more what 'normal' school would look like! There are some changes now but school will continue to ensure the system of protective measures and control are in place. These include:

- Good hygiene. This includes the increased hand washing and sanitising routines and 'catch it, kill it, bin it'
- Good ventilation.
- One way systems around the building and down the corridors
- Staggered pick up times
- Grouping and mixing will be limited in this first instance, e.g. working in class group. Fixed seating plans
- Pupils who are close contacts will not be required to self-isolate and can still attend school.
- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace

## When will school be open and for who?

In September, ALL year groups will return from Thursday 2<sup>nd</sup> September. Teachers and staff can move between different classes / groups so your child will see other members of staff across their week. You may find your child is working in small groups with children from other classes, this is allowed under the guidance. Our staffing structure for September was shared on the Summer 1 newsletter as follows

	2021-2022	Teacher	Teaching Assistant	
Early	Preschool	Tara Gregory (Supervisor) Libby Isaac (Deputy Supervisor) Ashleigh Barrow (Key Person)		
Years	Reception	Mrs Ward (Early Years Lead)	Miss Taylor	
Lower School	Year 1	Miss Haynes	Miss Holland; Mrs Cross+1:1 TA	
	Year 2	Mr Dale	Mrs Van-Russelt	
	Year 3	Miss McCurrie (Deputy Head / DSL / Lower School Lead)	Mrs Parker	
Upper School	Year 4	Miss Welch (SENDco)	Mrs Samms	
	Year 5	Miss Pennance	Mrs Whittingham	
	Year 6	Mrs Burns (Upper School Lead)		
PPA and Choir		Mrs Swan		
	PPA and Sport	Mrs Jenkins		
	Management	Mrs Pointon (Tuesday/Wednesday) – she will work in all classes across school to allow teachers to		
cover be able to fulfil their management roles				

Please note your child will have other people teaching them on a regular basis other than their class teacher. All staff have management responsibilities and are entitled to weekly PPA (equivalent to half a day).

## What will my child's classroom look like?

We have returned the classrooms to normal – no longer all forward facing desks. We will be maintaining a fixed seating plan across each week to allow for close contact tracing if needed.

The children will continue to have their own resource pack to limit shared resources

## Will there be larger group gatherings?

We will begin to increase the use of larger groups. For example, a couple of classes spaced out in the hall for worship whilst the others participate in the classroom. We hope to begin to allow small scale parent events back in school e.g. class worship, which would only be the class and then 1 visitor per child allowed. This would need to be pre-booked and take a Lateral Flow Test before attending.

## What will the children be learning?

- School has planned for a broad and balanced curriculum
- All subjects will be taught
- We have audited our curriculum over the pandemic to identify gaps or areas which need more attention
- We will work on gaps and plan for catch up, particularly for identified individuals
- PE will continue as normal
- Forest Schools will return

## Will my child be taught PE?

- All PE will take place outside as much as possible. Your child needs to be equipped for this as rain will not stop outdoor PE.
- You will be notified of your child's PE day and we ask that your child comes to school dressed for PE all day (we will not be changing in school for PE).
- If your child is attending a Sports club after school on a different day, then they will need to wear uniform during the day and change.

## Will Sports competitions return?

The Crewe and Nantwich Sports Partnership are planning a return to events and we will be participating in some events across the term. Details will follow.

## What will happen about equipment that is usually shared?

- Your child will have their own stationery pack which will be kept at their desk
- School have developed their routines for cleaning and sterilising equipment since reopening this term. The staff will ensure shared equipment is cleaned or quarantined appropriately

## Will my child be able to bring a reading book home in September?

Yes, we will be able to restart sending reading books home again in September. When they return to school they will be quarantined appropriately before going home with another child. Books will be sent home at the end of the first full week of school.

## Will time be given to Pupil wellbeing and support?

- We are conscious that the pandemic experience has been a stressful time for families. A wide range of emotions will be attached to this period.
- School will consider the provision of pastoral activities to all pupils designed to:
  - o support the rebuilding of friendships and social engagement
  - o address and equip pupils to respond to issues linked to coronavirus (COVID-19)
  - o support pupils with approaches to improving their physical and mental wellbeing
- School will provide focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible.
- Mindfulness activities will continue to be a part of our week.
- PHSE will be given a larger focus in our teaching week
- \* Our website will continue to signpost families to support that is available from local organisations

## What about behaviour of pupils?

- We always expect the very highest of behaviour standards at Wybunbury Delves, and this remains the case.
- Headteacher's Awards will be given out, stickers and house points too.

- Our children will still be expected to follow our school code of conduct.
- Yellow card(s) and red cards will be used as per the behaviour policy.
- However, in light of the extra risk and potential dangers related to spread of COVID-19, any child who demonstrates serious behaviour concerns that puts any other child or adult at serious risk, will be sent home immediately. Examples of such behaviours, but not limited to, are:
  - o Spitting
  - o Biting
  - o Scratching
  - o Physically hurting others.
- Our behaviour policy can be found on our website

## What are the arrangements for breaktimes?

- Children must bring their own healthy snacks into school. We discourage crisps, chocolate and unhealthy snacks.
- Infant Fruit scheme will resume bringing fruit for Reception, Year 1 and Year 2
- The children will have staggered break times, which means that they will be allocated times for when they are to go outside to get some fresh air.

## What are the arrangements for lunchtime?

- Please see Cheshire East Catering's flyer attached for options.
- The children will make their lunch selection at school in the morning at registration.
- Children who are in Reception, Year 1 or Year 2 are eligible for a free school dinner as part of the universal free school meal offer for Reception and Key Stage 1 children if requested.
- KS2 (Y3-Y6) children will be able to purchase a school dinner at the normal price of £2.50 a day, it will be added to your ParentPay account
- Children in KS2, who are eligible for a free school dinner as part of the income related free school meal offer, will be provided with a school lunch if requested.
- If you want to bring your own healthy packed lunch then please bring it in a disposable bag or a lunch box / bag. However, please ensure that you clean and sterilize your child's lunch bag every day and before leaving your home in the morning.
- Just like break time arrangements, children will be allocated times and an area for when they can go outside at lunchtime.
- \* The children will eat their lunch in their classroom rather than the hall.

## What will happen at drop off and collection?

Our gates to the field and car park, will be open from 8.35am to 9.10am in the morning and 3.10pm to 3.35pm in the evening.

	Drop Off Times	Collection Times	Drop off Door	Collection Door
Preschool	9am	3pm	Preschool Gate on playground	Preschool Garden
Reception	8.40am-8.50am	*	Reception Door on Playground	Reception Door on Playground
Year 1	8.40am-8.50am	3.15pm	Lower School Door	Lower School Door
Year 2	8.40am-8.50am	3.15pm	Lower School Door	Lower School Door
Year 3	8.40am-8.50am	3.25pm	Upper School Door	Upper School Door
Year 4	8.40am-8.50am	3.25pm	Lower School Door	Lower School Door
Year 5	8.40am-8.50am	3.25pm	Upper School Door	Upper School Door
Year 6	8.40am-8.50am	3.25pm	Upper School Door	Upper School Door

If you have siblings in more than one class, you need to collect at the correct time for each child.

Children in OOSC will be collected/delivered to OOSC at the handover time.

If you are waiting to drop/collect a child, we politely ask that you maintain your social distance, ensure your child(ren) are with you at all times and are not using school equipment. Once you have dropped off/collected your child please leave our grounds immediately.

\*Reception will have a phased start to the beginning of the Autumn term.

Reception Dates	Drop off time	Where?	Collection time	Where?
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Week 1	Thursday 2 <sup>nd</sup> – Friday 3 <sup>rd</sup> September	8.40am-8.50am	Playground	12.15pm	Garden gate
Week 2	Monday 6 <sup>th</sup> – Friday 10 <sup>th</sup> September	8.40am-8.50am	Playground	2pm	Garden gate
Week 3	Monday 13 <sup>th</sup> September onwards	8.40am-8.50am	Playground	3.15pm	Playground

Reception Garden Gate is around the front of the old school building; access is through the gate by the side of the staff carpark.

Thursday 2<sup>nd</sup> and Friday 3<sup>rd</sup> September will include lunch in school for Reception children.

## My Child attends Preschool, what happens at their drop off and collection?

- Preschool session times must be adhered to.
  - o Morning 9am-11.30am
    - o Lunch Club 11.30am-12.30pm
    - o Afternoon 12.30pm-3pm
- We offer Early and Late Bird Sessions at a cost of £2 a session, this would allow an early drop off at 8.45am for the Early Birds Session and a late pick up of 3.15pm for the Late Birds sessions.
- 9am Drop off will take place on the playground
- Spm Collection will take place from the Preschool garden, access is via the front of the old school through the Reception garden area. You will need to leave Preschool through these gates too. There is no access onto the playground due to lessons taking place.
- Preschool Children using OOSC will be taken and collected from Preschool.
- Any questions please contact Tara directly and see the Preschool newsletter.
- We ask all parents to adhere to social distancing guidance when bringing their child/ren to school.
- Only one adult should accompany the pupil to and from school.
- If you need to bring younger/older siblings when dropping off/collecting, they must remain with the adult at all times, not touch anything and observe social distancing.
- Parents/carers will come into the Preschool room to collect your child at 3pm, please ensure you have a mask and sanitise at the door to do so.
- Children will be taken into Preschool by a member of Preschool staff where the first thing that they will do, is wash their hands.

## What are the arrangements hand over – drop off and collection times?

- OOSC will be available for bookings (see OOSC paragraph)
- We ask all parents/carers distance from one another when bringing their child/ren to school.
- Wherever possible only one adult should accompany the child to and from school.
- If you need to bring younger siblings when collecting, they must remain with the adult at all times
- \* If you can walk to school, please do so. The Government are keen to encourage this wherever it is possible.
- Please park on the car park and not the road (it is dangerous) or park in the village and walk up to school.
- Please do not arrive earlier than the gates are opened. It causes chaos and is unnecessary.
- Please fill up the car park through the empty spaces rather than queuing for the extension to be open.
- We ask for your patience with the school car park, please park responsibly and thoughtfully.
- Children must be supervised at ALL times on the carpark by the adult they travel with.
- Please do not block other spaces by standing and talking.
- Parents are to enter the school grounds via the gates from the top carpark or the gate at the bottom of the field. The gate on Bridge Street will remain locked.
- Parents/carers will not be allowed to enter the building or gather at school gates.
- Please use our internal pathways and the field.
- The one-way system is still in place, please adhere to it at hand over times.
- Waiting area is on the playground. Please distance from others.
- Please do not approach the class teacher for a discussion, you will need to email anything you need to pass over.
- Children will be taken into school by their teacher, where the first thing that they will do is wash their hands.
- Parents are asked to leave as soon as they have seen their child is safely with their adult. Please do not stay on our grounds and car park to chat with other families. Please do not allow your children on the play equipment or benches.

## How will you reduce the risk of infection for my child in school?

We have completed a comprehensive risk assessment and will continually review it.

- It is not recommended to wear PPE some staff may choose to wear face masks, gloves, etc,
- Staff will wear full PPE if they are supervising children that are ill/showing symptoms in school (whilst we wait for parents to collect); for administering First Aid or Intimate care staff will also wear PPE
- Movement in classrooms and around the school will be restricted in order to reduce the risk of contact.
- Items must not come to and from school.
- Very frequent hand washing and sanitising of surfaces will take place, (children will be encouraged to help keep their own area clean), the 'catch it, bin it, kill it' mantra will be stressed (bins will be emptied throughout the day) and each classroom will be sanitised by a cleaning team at the end of every day.
- Doors will be propped-open, windows opened and rooms well ventilated.
- Air conditioning units will not be used.
- We will be including outdoor learning since being outdoors carries less risk of contact.
- Frequent hand washing will be encouraged. Children will have to wash their hands as they enter the building.

## Additional classroom and school hygiene and safety?

- ✓ All rooms, which will be being used will be deep cleaned prior to school re-opening in September
- ✓ Furniture will be moved if not required and surfaces kept clear
- ✓ Staff in every room will be provided with cleaning products and materials to constantly clean all frequently touched surfaces.
- $\checkmark$  Every room will be deep cleaned by our school cleaner after every school day.
- ✓ There will be a strong focus across the whole school in terms of personal hygiene, which will include regular washing of hands, catch it bin it kill it.
- $\checkmark$  There will be clear guidance issued to staff to ensure that rooms are well ventilated.
- ✓ Every classroom will have access to hand sanitiser to encourage the washing of hands.
- It is not recommended for children to wear face coverings, but we will support parents if they wish for their child to wear a face covering as long as the child is able to put it on and remove it themselves. Staff will not be able to assist. Your child must use face coverings sensibly and for the correct purpose. You will also need to supply school with a safe sealed bag to store the face covering in when not in use e.g. a zipper bag. Face coverings must be plain in design or the disposable type. If your child wears a disposable mask to school, we have procedures for disposing of the face clothing safely.
- ✓ All toilets in school will be regularly inspected throughout the day and cleaned accordingly.
- $\checkmark$  Additional cleaning of the toilet and handwashing facilities will take place during the day time
- ✓ Your child will be given a place to sit at in the classroom. This will be consistent across the week and for every lesson; it may be changed for the start of a new week.
- ✓ Every child will be given their own workbooks. Teacher handling of books will be kept to a minimum

## How can we reduce cross contamination between school and home?

## Children are NOT to bring into school,

- Toys;
- Personal items;
- Mobile phones.
- No Ruck Sacks

## Children may bring into school

- Small bag, preferable a draw string bag. Black Wybunbury Delves ones will be available from uniform supplier in the near future.
- Snacks for the day the snack bar will not be open at break times.
- A packed lunch in a disposable bag (please refer to lunchtime arrangements).
- A drinks bottle, that they will keep in the classroom and refill. The water fountains will be out of use due to being a high contact point but bottles can be refilled at the water troughs on the playground.
- A named small bottle of hand sanitiser and a small bottle of moisturiser for their own personal use. These will be kept in school. Moisturiser is recommended due to the increased hand washing and use of hand sanitiser.
- A named bottle of sun cream, must be able to apply themselves and be left in school, and a sun hat.
- We would strongly encourage you to promote good personal hygiene with your child at home, encourage them to regularly wash their hands – especially when they return from school or being out.

## Will my child have to wear school uniform?

- ✓ Yes, we will be wearing our school uniform.
- ✓ Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

- ✓ Coats will be needed as there will be outdoor learning, whatever the weather.
- ✓ Long hair must be tied up.
- $\checkmark$  No Jewellery other than stud ear-rings which will need to be taken out for PE
- Please ensure shoes are robust and suitable footwear for a school environment and do not have brand names/logos showing

Daily Uniform	PE Kit		
<ul> <li>Grey or Black skirt/pinafore/trousers/shorts</li> <li>White or Navy polo shirt</li> <li>School Blue sweatshirt or cardigan (with or without logo)</li> <li>School Blazer (optional)</li> <li>Clip on Tie (optional — available from school)</li> <li>Black school shoes (buckled/laced or velcro)</li> <li>Blue gingham summer dress (optional)</li> <li>Long hair tied back</li> <li>No Jewellery</li> </ul>	<ul> <li>For all PE and Games lessons and after school sport clubs:</li> <li>Wybunbury Delves Blue PE top (only available from uniform shop) or plain white polo shirt (no logos or prints)</li> <li>Black shorts</li> <li>Black trainers</li> <li>Black Tracksuit / joggers (essential for PE during winter months) No logos or prints please.</li> <li>Wybunbury Delves Black PE Hoodie (optional); school jumper or plain black hoodie</li> <li>Long hair tied back</li> <li>No ear rings or jewellery</li> </ul>		

\*The house team coloured top was phased out of PE uniform during 20/21, the expectation now your child has a WD PE top or plain polo shirt. If your child is going to participate in competitions for our school, they will need their own Wybunbury Delves new PE top.

You will be notified of your child's PE day and we ask that your child comes to school dressed for PE all day - we will not be changing in school for PE. PE will be OUTSIDE a lot of the time, please ensure your child is warm enough in their PE kit all day.

Our uniform is available online from School Shop Direct: <u>https://schoolshopdirect.co.uk/product-category/schools/schools-wynbunbury-delves-primary/</u> or from Wynsors World of Shoes in Crewe.

## Bags in school

We have limited space in our cloakrooms in school. The children do not need large bags to bring the small amount of things they need to school.

Children are not to bring 'extras' to school.

## Reception and KS1 Children (Y1 and Y2) will need:

- a Book Bag which will be stored in their tray; containing reading wallet and snack
- Named water bottle

## KS2 Children (Y3- Y6) will need:

- A small bag preferably a draw string bag. No ruck sacks.
- Plastic book wallet to be brought to school daily
- Snack to be in coat pocket or lunch box (or drawstring bag)

## Packed Lunch brought into school:

• A wipe able plastic lunchbox or lunch bag or disposable plastic named bag only please.

## What if my child becomes ill?

- If a child becomes ill with any kind of illness, not just with signs and symptoms of COVID-19, then they will be moved to a designated sickness room in school and parents will be contacted.
- A member of staff (wearing full protective PPE equipment) will remain with that child until their parent arrives.
- School has a non-contact thermometer and we will take a child's temperature if they complain of feeling unwell.
- Please ensure your emergency contact details are up to date, we need a minimum of 2 emergency contacts.
- The parent must come and collect their child **IMMEDIATELY** once they have been contacted.
- You must take your child home immediately and seek advice and guidance from the medical profession with regards to your child's illness/symptoms.
- If you are phoned by school to say your child is unwell, you must make immediate arrangements to collect your child. An unwell child compromises the health and risks of ALL children and adults they have prolonged contact with.

# What if the school or parent suspects that the child is showing signs and symptoms of COVID-19 (in accordance with the official guidance)?

If the school has the concerns, we will make you aware of them immediately.

- If the parent has the concern, you must inform the school office immediately.
- If any concerns are raised by school or yourself, you must then arrange for your child to be tested for COVID-19.

## What if my child or a member of our household tests positive for COVID-19?

- You MUST inform school immediately
- You MUST actively engage in the NHS test and trace programme.
- If your child tests positive, they will isolate at home as per Test and Trace requirements
- Test and Trace will help you identify close contacts. Depending on adult vaccination status or if they are a child under 18years 6months, Test and Trace will inform what close contacts need to do. School will only now be involved in tracing close contacts if asked to by test and trace.

## What if someone in the school community tests positive?

- Cheshire East have provided schools with 'Warn and Inform' model letters to use. This will make you aware of a case and ask you continue to be vigilant but otherwise your child can continue to attend school as normal.
- It is important to note that we are not medical professionals. We will be following the guidance for signs and symptoms of COVID-19 as provided by the Government. We will seek support and guidance from our local Public Health

## What if school cannot open?

- There may be times when school will have to close, either full or partial closure.
- This will be due to us being unable to safely maintain the school environment or we have been advised to by Public Health England.
- We will endeavour to give parents as much notice as possible. Details will be sent by text and followed up by email.

## How can I contact the school?

- From the 2<sup>nd</sup> September a member of the admin team will be available to answer the telephone and to continue to deal with emails, between 9am and 3pm. Please telephone (01270841302) or email (office@wybunburydelves.co.uk) with any questions or concerns.
- There is always the option to leave an answer phone message, and staff will return your call to answer your query.
- If you do have to come to school, only 1 person in the conservatory at a time, please distance on the staff car park and wait for the person to leave the conservatory.
- You will still be able to use the class teacher email address you have been using during lockdown to make contact. Please use the email address for your new year group from now onwards!
  - Reception, Mrs Ward: <u>receptionwybunbury@gmail.com</u>
    - Year 1, Miss Haynes: year1wybunbury@gmail.com
    - Year 2, Mr Dale: year2wybunbury@gmail.com
    - Year 3, Miss McCurrie: <a href="mailto:year3wybunbury@gmail.com">year3wybunbury@gmail.com</a>
    - Year 4, Miss Welch: <u>year4wybunbury@gmail.com</u>
    - Year 5, Miss Pennance: <a href="mailto:year5wybunbury@gmail.com">year5wybunbury@gmail.com</a>
    - Year 6, Mrs Burns: year6wybunbury@gmail.com
- Or use the office email, <u>office@wybunburydelves.co.uk</u> and mark the email FAO your child's teacher
- We ask that you are respectful in how you make contact with your child's teacher. The teachers will only be checking emails during term-time and school hours and they are not expected to be making daily checks of their email as they had been doing during lockdown. Please allow at 2 working days for a response. Anything urgent, please telephone the school office during their working hours and they will pass on a message that you need to get in touch with the teacher.
- Please schedule send your emails to arrive between 8.30am and 4pm

## What if my child has forgotten something, can I bring it to school?

Things can be dropped at the office if important things have been forgotten.

## Is it compulsory for my child to attend school? Yes

## Will OOSC be available for bookings?

- ✓ OOSC will reopen for the same session times and costs as 2020-2021 for children in Reception to Year 6 and a limited number of Preschool children (aged 3 and over).
  - Breakfast Club from 7.30am to school opening £6

- o After School Club from school closure to 4.30pm £5
- After School Club from school closure to 6pm £10 includes light snack
- All places must be booked in advance. Permanent bookings have priority.
- We recognise some people's shifts are not consistent week to week, please make your bookings with Clare as soon as you know your shift pattern – she will confirm if we have availability to make the bookings.
- All bookings will be charged for.
- Permanent Booking Cancellation, you need to give 1 week notice in writing to Clare via email. Single session cancellations will still be charged for.
- Bookings need to be made to Clare via email, <u>oosc@wybunburydelves.co.uk</u> She will confirm the booking.
- Once we have reached our booking limit, no more bookings will be taken this will be strictly adhered to.
- A condition of using the club is that parents limit the number of different wraparound providers they access, as far as possible.
- OOSC will return to it's mobile at the back of school from September.
- $\$  Parents/carers are not to enter the hall or school building at any time.
- The club will reopen from Wednesday 2nd September 7.30am
- Any questions please email Clare, oosc@wybunburydelves.co.uk

## Will there be extra-curricular clubs after school my child can attend?

- Sports Coaching Group will offer 1 club a night to certain year groups. These sessions are to be booked and paid for directly with them. Please see their website: <u>https://www.sportscoachingnw.co.uk/courses/After-School-</u> <u>Clubs/Wybunbury-Delves</u> Their flyer is attached.
- Children will need to change for these sessions but will not change back before coming home.
- There will be a small number of teacher run clubs available for Y1-Y6- details will follow once term restarts.

## Thank you for all your support and help with keeping our community safe.

It is very important that every one of us all – every child, parent and staff considers our movements and interactions beyond school. Whilst the latest government guidance, allows life to take a much more 'normal' pathway. The virus has not gone away and as the unvaccinated part of society our children are the most vulnerable to catching it. We have got to learn to live with the virus now.

In school, we are continuing to work very hard to reduce the risks for all our school community, however we have no control over what our community members do once you leave our site. We trust that everyone takes the risks of this virus seriously and compiles with Government guidance and restrictions to help reduce the risks for our community– you have all been brilliant so far, thank you!

As always we will do our best to minimises the risks, we cannot eliminate them completely.

They may still be times of full or partial school closure ahead if we cannot safely operate, we know this will impact on your family and ability to work greatly. Please trust that this will only happen if absolutely necessary.

We ask for your support in preparing your child for school in September.

In the meantime, stay safe and well. Enjoy the final days of the summer holidays!

We look forward to welcoming you all back on Thursday 2<sup>nd</sup> September, including our new starters in Reception and across school!

With my warmest regards,

Mrs Chesters and the Wybunbury Delves Team